

DESK OPERATING PROCEDURE 028-R2
REPORTS AND ANALYSIS DIVISION
APRIL 23, 2004

CIVIL WORKS FUNDS
HARBOR MAINTENANCE TRUST FUND
(96-20x8863)

Section 316 of the Water Resources Development Act (WRDA) of 1990 authorizes up to 100% of the Corps of Engineers eligible operation and maintenance cost assigned to commercial navigation of all harbors and inland harbors within the United States be taken from the Harbor Maintenance Trust Fund (HMTF).

On or about the second week of October (new fiscal year), the Civil Works Directorate, Policy Division, will send us a memorandum with a preliminary estimate of the cost for the upcoming fiscal year. This estimate is based upon the prior year's budgetary information. POC for this action is Joseph Bittner, 202-761-4130.

Upon receipt of the memorandum from CECW-AA:

Notify the Treasury Department, Samuel Tremble, 304-480-5141. The Department of the Treasury uses this estimate to make uniform monthly withdrawals from the HMTF.

Follow up with a letter citing the public law with amendments and statutes, the transfer appropriations, i.e. 20X8863 to 96-20X8863, the total amount and the monthly transfer amount (the total divided by 12). Mail the letter to:

Department of the Treasury
Bureau of the Public Debt
Government Securities Management Branch Trust Fund Team
PO Box 1328
Parkersburg WV 26106-1328

Each month you will need to print a copy of the SF1151, Nonexpenditure Transfer Authority, reflecting the monthly transfer amount from the GWA website.

To access the GWA website see SOP106.

Enter the amount on the EXCEL *cashbal* spreadsheet located on the “M” drive in the “\ufcops\sharedoc\radiv\civ\trustfund\cashbal” directory. **However, HMTF funds are NOT entered in PBAS.** Instead, the transfer is reported to the Treasury in the SF1220, Statement of Transactions.

File the SF1151 in the black three-ring binder labeled “Civil Funds FY xx

After the UFC submits the SF1220 for EROC “T0”, we enter a decrease to 96X3123 and 96X3122 Net Disbursement amount and an increase to 96-20X8863 Net Disbursement amount. So, be sure to inform the individual who is submitting our consolidated SF1220 to Treasury of the amount of the monthly transfer.

Sign on to CEEMIS version 8.
<https://cefmsdev1.usace.army.mil/ceemis>
Enter Login ID
Enter your password
Enter your Oracle password
Click the Login button
Select Civil Accounting Functions
Select View / Create / Update Report Data
Select “SF1220 Statement of Transactions”

Have system personnel load the prior month data into the new month period.

Enter FOA Code “T0”.
Enter Time period.
Hit Execute to pull in the data.

Hit the Adj/Edit button preceding the appropriation line.
Go into 20X8863, 96X3122, and 96X3123 separately and update the pulled in amount.
Hit duplicate record for each line and increase or decrease the amount from the previous month.
Hit Save.
Hit Exit.
Hit Previous Menu.
Select Execute Civil Data Reconciliation.
Select Reconciliation Stack
Select SF1220.
Select:
Period
DIS/CRP
FOA Code

Hit RUN.
Select Print when complete.
Select Printer.
Hit Run.

At the end of March, Treasury will issue a credit warrant to draw down 96X3122 and 96X3123 by the amounts transferred from the HMTF during the period October through March by reason that the trust fund amounts transferred to the Corps were already appropriated to the Corps in the Construction General and Operations & Maintenance account in the Appropriations Bill. You will work with Sam Tremble, Department of Treasury, (202-874-9785) to make sure that our records agree with Treasury records before he issues the drawdown warrant.

We no longer get hard copies of the warrants. The warrant transactions can be viewed on the GWA website and a copy of those transactions can be printed out.

See SOP105 to get access to the GWA website.

There will be NO action in PBAS. The drawdown transaction should be recorded on the *cashbal* spreadsheet for reconciliation purposes at fiscal yearend.

Prior to the end of the second quarter, CECW-OD will send a memorandum stating the actual expenditures for the prior fiscal year. A second letter is sent to the Treasury to upward/downward adjust the monthly fund transfer amount based upon prior year's actual cost, amounts already transferred and the number of months remaining in the fiscal year.

At the end of the fiscal year, Treasury will issue a credit warrant to draw down 96X3122 and 96X3123 by the amounts transferred from the HMTF during the period April through September by reason that the trust fund amounts transferred to the Corps were already appropriated to the Corps in the O&M account in the Appropriations Bill. Work with Sam Tremble to make sure our records and Treasury records are in agreement.

Again, there will be NO action in PBAS. However, the transaction should be recorded on the *cashbal* spreadsheet for reconciliation purposes at fiscal yearend.

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